

Retention and Classification Report

Agency: Millard County School District (Utah). Delta High School (1442)
50 West 300 North
Delta, UT 84624
435-864-5610

Records Officer Keith Griffiths

83303 *Student records

AGENCY: Millard County School District (Utah). Delta High School

SERIES: 83303

3

TITLE: Student records

DATES: 1910-1988.

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 01/1986

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after graduation and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private